



## **SAUSALITO FINANCE COMMITTEE**

420 Litho Street, Sausalito, CA

### **Finance Committee Special Meeting**

**April 20, 2016**

**1:00 PM – 3:00 PM**

**City Hall Conference Room**

#### **A. Call To Order 1:07 p.m.**

#### **B. Council Member Representatives**

- Mayor Jill Hoffman
- Vice Mayor Ray Withy
- Also in attendance: Adam Politzer, Melanie Purcell, Jonathon Goldman, Bunny Zaruba, Christine Scarpino, Tom Gangitano, Wayne Kalelk

#### **C. Items from Public Not On Agenda**

#### **D. Discussion Items:**

1. Old City Hall Lease – Gene Hiller  
Melanie Purcell presented the terms of the current Gene Hill Menswear lease for the Old City Hall facility and the historical sales figures as provided by the store. Tom Gangitano and Wayne Kalelk, owners of Gene Hiller Menswear, presented their request that the City return to a previous method for calculating rent, 6% of gross sales, to allow the store to adjust for low sales months and continue to pay more than the minimum in good months as has happened in the past. They also provided information regarding market projections from other retailers indicating a slowdown in sales nationally, particularly for higher end items. Options staff will look at include a temporary reduction and review in time certain.
2. Design Services Request for Proposals (RFPs)– MLK, Dunphy Park  
Melanie Purcell and Jonathon Goldman presented the draft RFPs for services to design repairs at the Martin Luther King Complex (MLK) and to design either or both Dunphy Park and Southview Park. All three facilities require different skill sets and firms may submit proposals for any or all of the three allowing the City the flexibility to select one or more vendors and to allow the market the flexibility to target projects most suitable for their expertise. Both RFPs are qualifications focused rather than solely on price and will return to City Council for final approval to award any contract. This review by the Finance Committee meets the requirements of the City's Purchasing Ordinance.
3. FY16-18 Budget Development:
  - a. Revenues- Melanie Purcell provided the Committee with a detailed outline of General Fund revenues indicating for the majority, staff maintained a conservative approach with very little increase. She indicated that an update to the Master Fee Schedule would be coming to City Council slightly increasing some fees and adding fees for services currently not included on the fee schedule. The intent is to phase in increases as part of a comprehensive review of cost recovery and comparison with neighboring communities.

- b. Capital Improvements- Committee members requested a funding source analysis of capital projects and Melanie Purcell distributed a worksheet used in prior years for reconciling capital projects for review. It was noted that the Finance Committee had received this worksheet for each fiscal year covered in the Capital Improvement Plan in prior budget processes. It will be updated and provided at a later meeting.
- c. New Initiatives/ Staffing- Removed from discussion for the time being.
- 4. Administrative Services Director Report- Melanie Purcell reported that two Finance Manager candidates were interviewed and she is not recommending filling the position at this time. Staff will review options and operating needs before revisiting.
- 5. Confirm Finance Committee Meeting Schedule, Date & Time- Tuesday, April 26 at 2 p.m. to discuss Community Development and Police department budgets. Committee members will confirm availability for meeting the week of May 2, 2016 to discuss Public Works and Capital projects.

**E. Adjournment 2:50 p.m.**